



Missouri Department of Health and Senior Services

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HCBS 12-19-01

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF

From: Travis West, Bureau Chief
Bureau of HCBS Systems & Data Reporting

Subject: HCBS Web Tool Priority Risk Update

The following policies have been revised to clarify the functionality needed to update a previously stored priority risk. As outlined in EM-20-13 DSDS staff must utilize the "Copy to New PA" function on the Prior Authorization screen in order to change a priority risk during an authorization period. The new priority risk shall be entered in the Priority Risk field in the PA Type section in the copied PA. Upon completion of the review and approval of the copied service lines in the care plan and submission of the PA, the new priority risk is saved.

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| ➤ 10.5 | Web Tool – Initial Assessment | Updated to reflect that changes to a previously selected Priority Risk during care plan development must be changed on the Prior Authorization screen. |
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| ➤ 10.10 | Web Tool – Care Plan Change | Revised to include instruction to change a previously stored Priority Risk on the Prior Authorization screen. |

The policy has been posted in the HCBS Policy Manual located on the DHSS Internet at the following link: <http://health.mo.gov/seniors/hcbs/hcbsmanual/index.php>.

Questions should be directed to the Bureau of HCBS Systems & Data Reporting via e-mail at DSDSWebTool@health.mo.gov.

TW/MW

www.health.mo.gov

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